

Langworthy Public Library

Board of Trustees

24 Spring Street, Hope Valley, Rhode Island

October 8, 2014 at 7:30 PM

The monthly meeting of the Trustees of Langworthy Public Library was called to order at 7:30 PM by Janice Ensing, President, who declared a quorum present. All regular Trustees' meetings for the calendar year 2014 were posted in accordance with the Open Meetings Law on December 31, 2013 at 11:15 AM.

All votes are unanimous unless otherwise indicated.

Present:

Bodell, Donna x

Ensing, Janice, President x

Colleen Little x

House, Debra x

Landolfi, Jacqueline, Vice President x

Lang, Diane, Treasurer x

x

Walker, Michelle, Secretary x

Nunes, Debra, Library Director x

Recognition of Guests: Pat Shimkus

Discussion and adoption of the minutes of the meetings of July and September 2014 was tabled until the November meeting of the Board.

DIRECTOR'S REPORT: Director's written report, including circulation statistics, is filed herewith and made a part hereof. Deby is waiting for a plowing estimate from Maple Lawn Farms. The estimate she received from B&M Landscaping, which would include shoveling, is high in comparison to last year's costs. She will report next month.

Carlene Kuba's new story hour schedule has been published on the library's facebook page, in a Langworthy loop message, and will be in newspapers as part of the library's regular schedule.

The School Committee candidate meet and greet scheduled for Wednesday, October 22, will be announced on facebook and in a separate Langworthy Loop message. The library's only responsibility for the meet and greet is to provide a table for refreshments. The event will be held in the new upstairs space. Jackie Landolphi and Donna Bodell plan to attend the event to represent the library.

Jackie asked that all events be included on the website calendar and regularly updated.

Deby is looking into having the ILL book drop rebuilt by a Boy Scout Troup. Jackie indicated she had another connection to a Boy Scout Troup if Deby's did not work out.

Janice asked that a detailed discussion of library statistics be scheduled for our next meeting.

MOTION: Jackie, second Deb, to approve the Director's Report as presented

TREASURER'S REPORT: Filed herewith and made a part hereof. The market value of the Ingalls & Snyder brokerage account as of September 30, 2014 was \$563,538.80.

The trustees inquired about the adequacy of current bookkeeping practices and reports. Confusion over the payment of the fundraising venue charge was resolved: All fundraising income and expenses are calculated and report on a net income line. There was general agreement that the trustees need to see individual expenses and income associated with events.

Michelle suggested that monthly reports would be easier to use if the software currently used by Brenda were updated and the Library

purchased its own version of the software. Questions about income and expenses could then be answered immediately rather than waiting for a response from our bookkeeper. Michelle will draft a memo describing the reports that it would be helpful to receive on a monthly basis (projected monthly income and expenses, balance of “reserve account,” balance of any earmarked funds, and detailed income/expense report of fundraising activities). Diane will determine how the reports should/could be provided, and the trustees will determine how to move forward, i.e. communicate with the bookkeeper about our needs and/or undertake discussions with potential bookkeepers.

MOTION: Donna motion, Jackie second, to file treasurer’s report.

COMMITTEE REPORTS:

Artist in Residence: Donna reports that, in November, Ruby Wilcox, a local painter, will display her work at the Library. The opening is scheduled for the first Friday of November (11/6). Quilter Pat Arrow is scheduled to show her work in January.

Donna expressed concern that artists have removed some work before the scheduled end of their shows. This leaves a lot of unattractive empty wall space in the library. Donna will now stipulate that work may not be removed prior to end of show. Donna will send an email about the dates of upcoming openings, and Deby will handle

all press coverage for the openings.

New Staffing: Deby will now work 15 hours off the desk starting Tuesday of next week. New job descriptions for Deby and Carol, Director and Assistant Director, are attached hereto. Deby's initial priorities are to organize of the archives space to eliminate duplicates and unnecessary holdings and to find volunteers to scan depot square documents and photographs, especially those requiring the large format printer so that the Depot Square grant can be finalized.

Michelle asked what the current backup procedures are for digital images and documents on our server. Deby will report next month and recommend a formal backup procedure which might include Cloud, drop box, or other _____ and/or an external hard drive to be updated regularly and kept off site, possibly in the Library's safe deposit box. The Deadline for backup proposal is the Board's November meeting; deadline for finalizing scanning related to Depot Square project is December 31, 2014.

Deby and Carol will provide monthly reports to the Board. Carol's report will include book ordering and program schedule progress for each week. Deby's will provide time sheets describing the work performed during her 15 hours off desk.

Proposed Budget: Diane and Michelle presented a budget, attached hereto and made part hereof, for the board's approval.

MOTION: Motion to adopt proposed budget, Donna, second Colleen.

OLD BUSINESS

Archives Reorganization. This project is moving forward.

Washington Trust Grant Application for septic design: Michelle reported that the grant request was submitted on September 30, 2014, to meet the October 1 deadline. A decision is expected in December.

Champlain Grant Request for Remodeling meeting room. A decision is expected in November. Michelle indicated that she requested a second estimate from Gordon Builders but has not received a response to her email describing the project. There may be a problem with the email address. She asked Deby to follow up with Gordon. Michelle will send the email to Deby.

Quilt Raffle: Tickets are \$5 each for the quilt donated by Carolyn Richard. The drawing will be held on December 4th or 5th. Janice asked that the trustees make a concerted effort to sell tickets.

New Table Arrangement: The new computer tables purchased with

Champlain funds have been switched. This arrangement seems to be working effectively.

Michelle asked that use of the nonfiction meeting space be promoted in accordance with the board's original intentions: patrons should be invited to use the space for meetings, computer work, quiet reading. They are welcome to bring coffee or the library might provide a coffee maker.

NEW BUSINESS:

PROPOSED MEETING CHANGE: Titch Kenney has expressed a willingness to join the board. However, he is not available on Wednesday evenings. All board members in attendance are available to meet on Thursdays. Michelle will check with Gabe Harrington to see if she is available. Janice asked that the meetings be moved up to 7 pm.

MEET AND GREET: The library grounds need attention before the meet and greet. A clean up is scheduled for Sunday, October 12, at noon. (A regular, permanent solution to landscaping upkeep is necessary.)

Deby will provide a small table for the event, send facebook and loop messages, and announce in on our web page. Jackie and Donna will

be here to represent the library.

FUNDRAISING IDEAS: Michelle will forward to Carol, with a copy to the board, a “Quiet Reading” article from Wall Street Journal, which has potential for a regular program for the library. Michelle spoke with Wood River Health Services dietitian about a joint Pfizer grant project, possibly “healthful eating on a budget” or combatting the “freshman 15.” Dietitian Sarah Marotto expressed interest in this in general and offered to help with other programs even without grant money. Donna reminded everyone of Save the Bay’s interest in offering a program at the library. Jackie suggested that the library offer programs focused on teenagers. Suggested programs: self-esteem, hair braiding, etc.

MOTION TO ADJOURN: Donna, second Deb House, to adjourn at 9:00 P.M. to the regular meeting scheduled for November 11, 2014 at 7:30 P.M.

Attest: Michelle Walker

Secretary